



Australian
National
University

Canvas Quick Start Guide for Students

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About this guide

Canvas is the new learning management system being introduced by the ANU to provide an easier, faster and better learning and teaching experience.

In this guide, you can find quick step-by-step references for completing popular student tasks in Canvas.

How to login to Canvas

To login to Canvas, go to <https://canvas.anu.edu.au/> and sign-on using your ANU single sign-on credentials (your ANU uID and password). You will be taken to your Canvas Dashboard.

If you are not enrolled in any courses running in Canvas, you will simply see a blank Dashboard when you login.

Canvas navigation

Canvas has two main navigation menus that can help you find your way around Canvas and your courses. These are the Global Navigation menu and the Course Navigation menu. In this Quick Start guide, we will look at the Global Navigation menu options first and then look at what you can access from the Course Navigation menu.

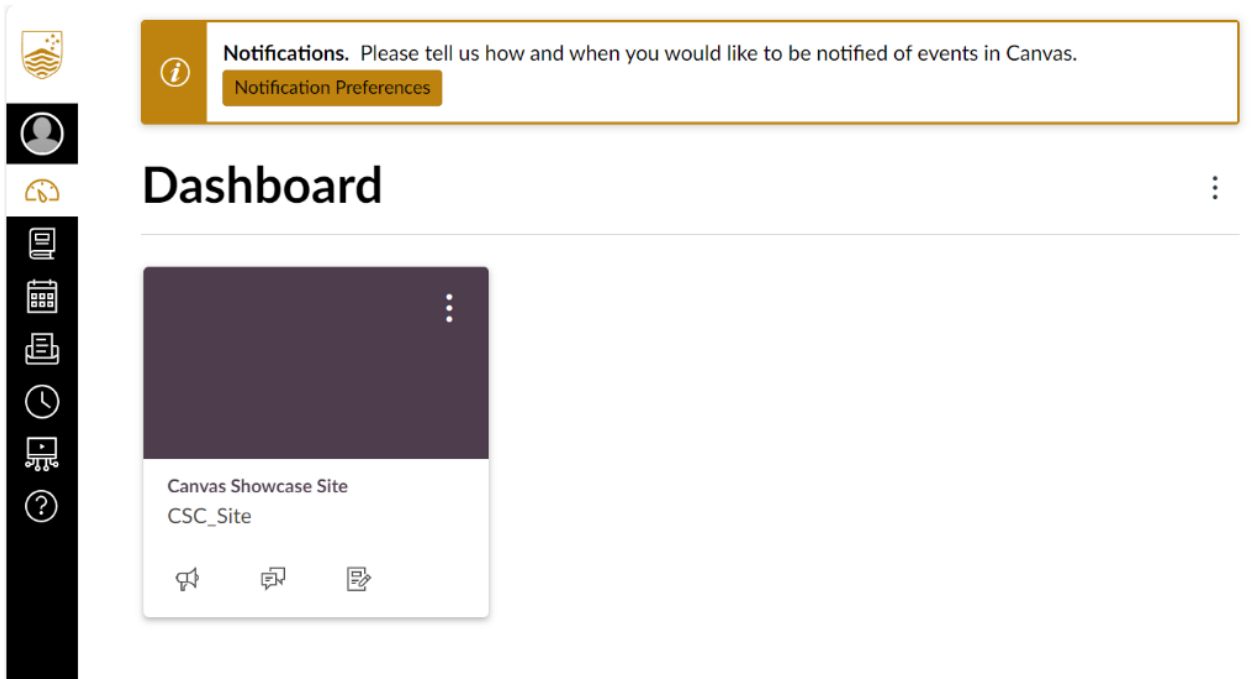
Global Navigation Menu

The Global Navigation menu allows you to access your Account details, your Canvas Dashboard, your Courses and Course Navigation Menu, Calendar, Inbox, the history of your activities and items visited in Canvas, the Canvas Studio for creating multimedia content, and a Help option for 24/7 Canvas technical support.



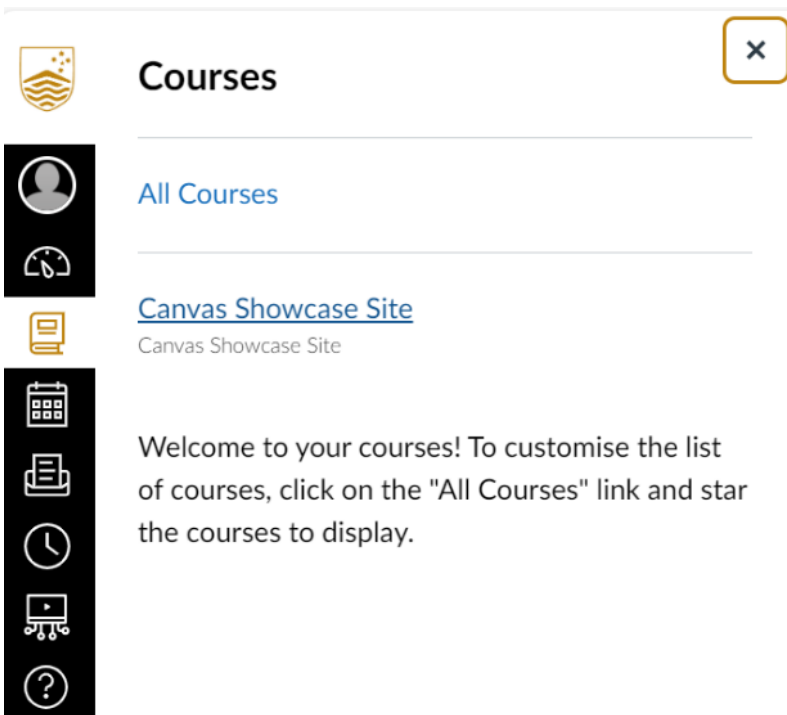
How to find your courses

The Canvas Dashboard (the first page you come to when you login to Canvas) displays your enrolled Courses as tiles for easy access. Select a course tile to go to your course site. You can then access the course Modules, learning materials, Announcements, Discussion forums, Assessments, your Marks and People (other students enrolled in this course) using the Course Navigation Menu.



The screenshot shows the Canvas Dashboard interface. At the top left is a vertical navigation menu with icons for Home, Profile, Dashboard, Courses, Calendar, Files, Grades, Time, LMS, and Help. A notification banner at the top right reads: "Notifications. Please tell us how and when you would like to be notified of events in Canvas." with a "Notification Preferences" button. The main heading is "Dashboard" with a three-dot menu icon to its right. Below the heading is a card for "Canvas Showcase Site" with the sub-label "CSC_Site" and three icons: a speaker, a speech bubble, and a document.

You can also access your courses from the Courses option on the Global Navigation menu. This will take you to the Course Home Page.



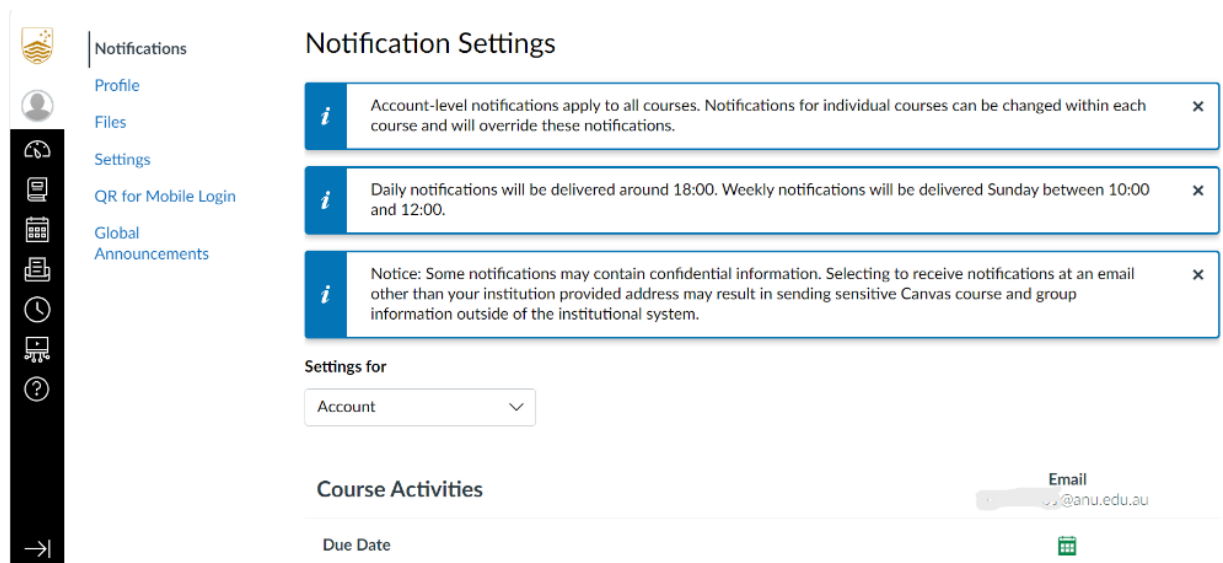
The screenshot shows the Canvas "Courses" page. It features a vertical navigation menu on the left with icons for Home, Profile, Dashboard, Courses, Calendar, Files, Grades, Time, LMS, and Help. The main heading is "Courses" with a close button (X) in the top right corner. Below the heading are two links: "All Courses" and "Canvas Showcase Site" (with "Canvas Showcase Site" as a sub-link). A welcome message reads: "Welcome to your courses! To customise the list of courses, click on the 'All Courses' link and star the courses to display."

How to manage your Canvas notifications

You can change default settings by setting your own notification settings. These settings will apply to all your courses but only apply to you; they are not used to control how course updates are sent to other users.

To change your notification settings, select the Account menu option from Global Navigation, then select the Notifications menu option.

On the Notification Settings page, you can view notification types and methods and manage how you receive notifications for your Canvas account and/or manage how you receive notifications for individual courses.



Notification Settings

- Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.
- Daily notifications will be delivered around 18:00. Weekly notifications will be delivered Sunday between 10:00 and 12:00.
- Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system.

Settings for: Account

Course Activities

Due Date	Email
	[Redacted]@anu.edu.au

It is recommended that you set your notification delivery type to "Notify immediately" so that you are always up-to-date with important messages about your course and tasks.

Find out more:

- [How do I manage my Canvas notification settings?](#)

How to use your Canvas Calendar

The Calendar enables you to view your upcoming tasks in Canvas. Please note that tasks without an assigned date will not appear in your calendar. You can view calendar events by day, week, month, or agenda list (see figure 1 in image below).

To open your Calendar, go to Global Navigation and select the Calendar menu option. The Calendar default display shows information for all of your enrolled courses (see figure 2 in image below). You can turn on and off individual course calendars to customise your calendar view via the Calendars drop down menu (see figure 3 in image below).

The screenshot shows a calendar interface for October 2023. At the top, there is a navigation bar with 'Today', left and right arrows, and the month 'October 2023'. Below this is a weekly view grid with columns for SUN, MON, TUE, WED, THU, FRI, and SAT. The grid contains various events with icons: a magnifying glass for quizzes, a document for assignments, and a calendar icon for tests. A right-hand sidebar shows a monthly overview with a grid of dates and a list of calendars for different courses, including 'Emily Boone', 'Basic Written Communications', 'Biology 101', 'History 101', 'Introduction to Foods', 'Introduction to the Solar System', 'Basic Written Communications', 'Biology 201 - Intermediate Biology', and 'Project Group 1'. The sidebar also includes a 'Find Appointment' search box and a 'CALENDARS' section with expandable course names.

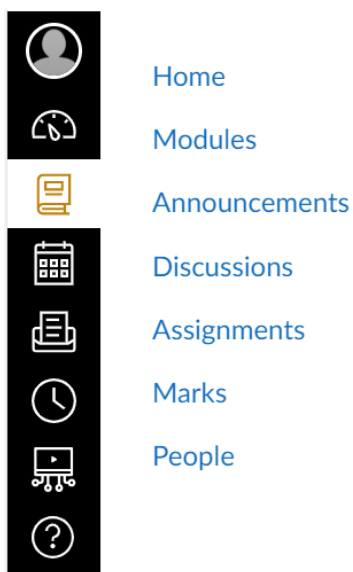
Calendar items display an icon next to the titles. The icon reflects the calendar item type: Discussion, Assignment or Event. You can add events, including recurring events, and to-do items to your personal calendar at any time in the navigation bar.

Find out more:

- [How do I add an event to my personal calendar?](#)

Course Navigation menu

Selecting Courses from the Global Navigation Menu will bring up a side bar with a list of courses. Here you have the option to view All Courses you are enrolled in in Canvas. Once you have selected the course you want to access, you will see the view below allowing you to view its Modules, Announcements, Discussion forums, Assignments, your Marks, and People (other Canvas users enrolled in this course).



Your course Home Page

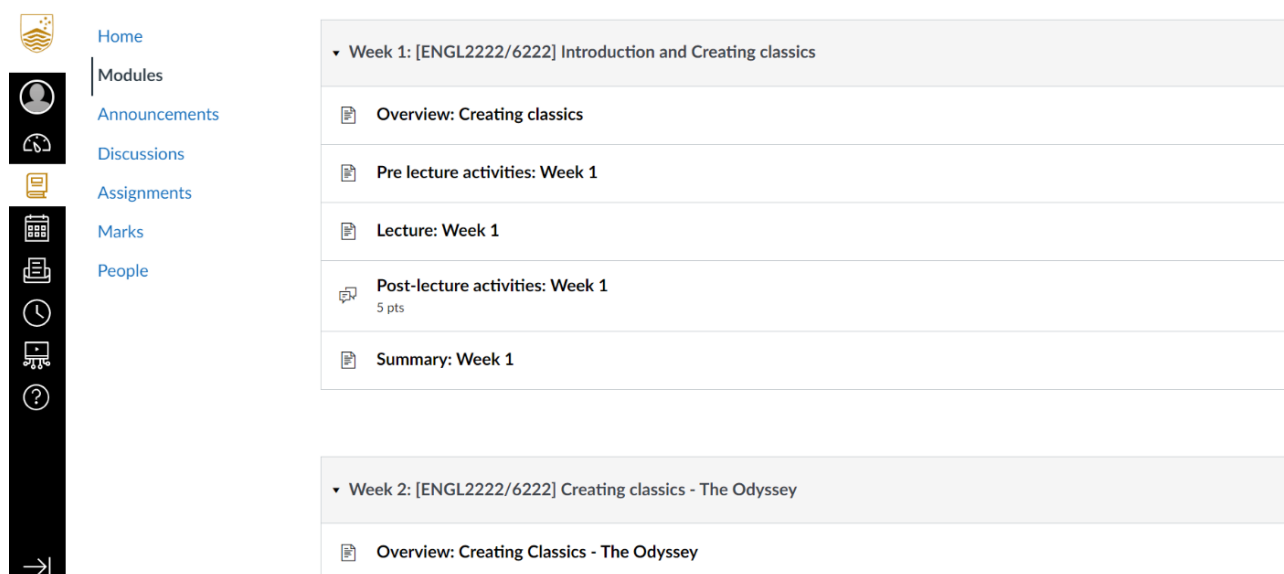
Your Course Home Page features the Course Navigation menu, the content area, and the sidebar. The most recent course announcements will also display at the top of the page.

The sidebar To Do section shows up to seven items/assignments with due dates in the upcoming weeks. Assignments submitted through Canvas disappear automatically from the To Do list.

How to access modules

Modules are where you access your course learning materials. The modules are most often organised by week/topic but might also be organised just by topic. You may also have Modules containing support information and assessment information.

In Modules, you can view all the modules in your course.



The screenshot displays a course navigation interface. On the left is a vertical sidebar menu with icons and labels: Home (with a crest icon), Modules, Announcements, Discussions, Assignments, Marks, and People. The main content area shows two module sections. The first section is titled 'Week 1: [ENGL2222/6222] Introduction and Creating classics' and contains a list of items: 'Overview: Creating classics', 'Pre lecture activities: Week 1', 'Lecture: Week 1', 'Post-lecture activities: Week 1' (with '5 pts' below it), and 'Summary: Week 1'. The second section is titled 'Week 2: [ENGL2222/6222] Creating classics - The Odyssey' and contains one item: 'Overview: Creating Classics - The Odyssey'.

Find out more:

- [How do I view Modules as a student?](#)
- [How do I view course content offline as an HTML file?](#)

How to access Assessments

In Course Navigation, select the Assignments menu option. If the Assignments option is not available in Course Navigation, you can access course assessments through the Modules page.

In Assignments, you can view the assessments in your course grouped by due date or by type.

Depending on how your course has been set up, you may also be able to access your assessments through the Assessments module.

The screenshot shows a course navigation interface. On the left is a vertical sidebar with icons and text labels: Home, Modules, Announcements, Discussions, Assignments, Marks, and People. The 'Assignments' menu item is highlighted. At the top right, there is a search bar and two buttons: 'SHOW BY DATE' and 'SHOW BY TYPE'. The main content area is divided into two sections: 'Overdue Assignments' and 'Undated Assignments'. The 'Overdue Assignments' section lists four items: 'Writing task assessment' (Due Aug 16 at 23:59 | -/100 pts), 'Festival concept proposal - Group presentation' (Due Aug 30 at 23:59 | -/100 pts), 'Festival concept proposal - Individual research plan' (Due Aug 30 at 23:59 | -/100 pts), and 'Great writers journal' (Due Oct 11 at 23:59 | -/100 pts). The 'Undated Assignments' section lists one item: 'Post-lecture activities: Week 2' (-/10 pts).

Find out more:

- [How do I view assignments as a student?](#)

How to submit an assignment

In Course Navigation, select the Assignments menu option. You can also access your Assignments through your user or course dashboard, Markbook, Calendar, or Modules.

Select the name of the assignment you need to submit. To submit the assignment, select the Start Assignment button.

Select the New Attempt button.

This assignment does not count toward the final grade.

Biome travel guide (brochure or video)

New Attempt

Due Wednesday by 12:59am **Points** 100

Submitting a text entry box, a website url, a media recording, or a file upload

Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

Select the submission type. You can submit assignments as text, upload a file or submit from Google Drive, Dropbox, or another third-party service via your desktop computer. You can also submit via your mobile device.

File Upload Text Entry Website URL Media Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

Upload File Use Webcam

+ Add Another File

[Click here to find a file you've already uploaded](#)

Comments...

Cancel Submit Assignment

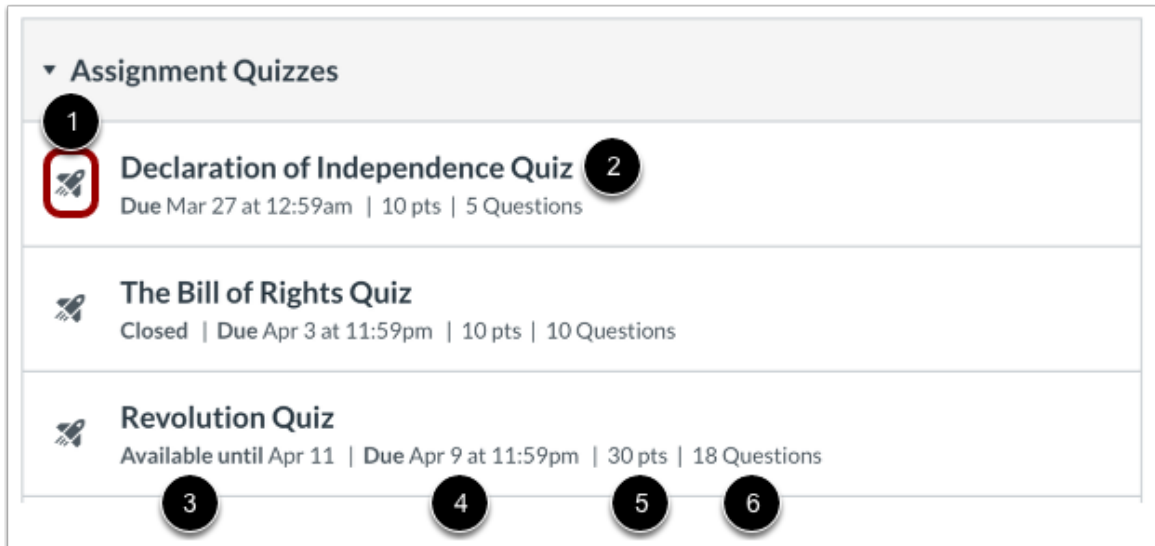
When you are ready to submit your assignment, select the Submit Assignment button.

Find out more:

- [How do I submit an online assignment?](#)
- [How do I submit a media file as an assignment submission?](#)
- [How do I enter a URL as an assignment submission?](#)
- [How do I submit an assignment on behalf of a group?](#)
- [How do I upload a file as an assignment submission in Canvas?](#)
- [How do I know when my assignment has been submitted?](#)

How to access and take Quizzes

In Course Navigation, select the Assignments menu option. In Assignments, you can view the type of assessment (1), the name of each quiz (2), the availability dates for the quiz (3), the due date for the quiz (4), the number of points the quiz is worth (5), and the number of questions in the quiz (6).



Find an available quiz you'd like to take and select the title of the quiz. To begin the quiz, select the Take the Quiz button and complete the quiz per your instructor's instructions.

Find out more:

- [How do I view quizzes as a student?](#) (Note: the information at this link directs you to the Quizzes menu option, however, at ANU you select the Assignments menu option to access your quizzes)
- [How do I take a quiz?](#)
- [How do I resume a quiz that I already started taking?](#)
- [How do I view quiz results as a student?](#)

How to access your Marks

In Course Navigation, select the Marks menu option.

On the Marks page you will see a list of assessments in that course. By default, marks are sorted chronologically by assignment due date.

Home
Modules
Announcements
Discussions
Assignments
Marks
People

Arrange By
Due Date

Show All Details

Assignments are weighted by group:

Name	Due	Submitted	Status	Score	Group	Weight
Writing task assessment ENGL2222/6222 Writing task	Aug 16, 2024 by 23:59		missing	80 / 100	ENGL2222/6222 Weekly activities	10%
Festival concept proposal - Group presentation ENGL2222/6222 Festival concept proposal	Aug 30, 2024 by 23:59		missing	65 / 100	ENGL2222/6222 Festival concept proposal	15%
Festival concept proposal - Individual research plan ENGL2222/6222 Festival concept proposal	Aug 30, 2024 by 23:59		missing	70 / 100	ENGL2222 Great writers festival project	30%
					ENGL6222 Great writers festival project	30%
					ENGL2222/6222 Great writers journal	30%

Find out more:

- [How do I know when my instructor has graded my assignment?](#)
- [How do I view my grades in a current course?](#)

How to communicate and collaborate with others in Canvas

There are several ways to collaborate and communicate within Canvas.

Inbox

The Canvas Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. To access your Inbox, select the Inbox menu option in Global Navigation.

Find out more about [using the Canvas inbox](#).

Discussions

The Discussion Index page allows you to view all the discussions within a course as well as participate in course and group discussions. In Course Navigation, select the Discussions menu option. Discussions are ordered by most recent activity. On this page, you can also see Pinned Discussions that will appear at the top of the list, and Closed Discussions that have been closed for comment.

Most of your courses have a Course Q&A discussion forum. This is where you can ask general questions about the course, learning materials, learning activities, and assessments. You should check it regularly.

Find out more about [creating, editing and using discussions](#).

People & Groups

People shows all the other students enrolled in the course as well as your teachers. To get to the People page, select the People menu option in Course Navigation. Use the search bar to find a specific person.

Find out more about [uses for the People page](#).

Groups allow you to work together with other students. Your instructor may assign you to a course group, or another student may include you as a member in a student group. To access Groups via Global Navigation, select the Groups menu option, then select a group name you want to access.

Find out more about [Groups for students](#).

Need information on something else?

Visit the Canvas community student guide for lots more self-help content:

[Student Guide - Instructure Community](#)